

SMART Goal Template

Date:

Goal:

Is your goal SMART?

Specific: *What exactly will you accomplish? What are the requirements? What are the constraints?*

Measurable: *How will you measure your progress? How will you know when you have reached this goal?*

Achievable: *How can the goal be accomplished? What are the logical steps you should take? Have you got the resources to achieve this goal? If not, how will you get them?*

Relevant: *Why is this goal significant to your work? Is this goal in line with your long term objectives?*

Timely: *When will you work on this goal? When is the completion of this goal due?*

